



United States Department of the Interior
NATIONAL PARK SERVICE
Capitol Reef National Park
HC 70 Box 15
Torrey, UT 84775-9602
(435) 425-4121



PREVIOUS FEDERAL EMPLOYMENT NOT REQUIRED – OPEN TO ALL QUALIFIED PERSONS

LOCAL RECRUITMENT BULLETIN#: IMDE-13-323

Opening Date: 08/27/2013

Closing Date: 09/06/2013

***Applications must be postmarked by the closing date of this bulletin and received within five (5) working days in order to be considered.**

Experience your America and build a fulfilling career by joining the National Park Service. Become a part of our mission to unite our past, our cultures and our special places, to establish important connections to the present and build a rich and lasting legacy for future generations.

POSITION TITLE & GRADE:

Laborer (Motor Vehicle Operator)

WG-3502-04

\$14.72 - \$17.17 / Per Hour

DUTY STATION LOCATION:

National Park Service, Capitol Reef National Park

Torrey, UT

AREA OF CONSIDERATION - WHO MAY APPLY: Applications will be accepted from applicants certified as maintaining permanent or exclusive physical residence in the area adjacent to Capitol Reef National Park and are dependent for their livelihood primarily upon employment in this area.

The Contiguous-to-Area Self-Certification (40 mile radius of the park in Wayne County) of Residency form attached to this bulletin **must be submitted with your application.**

NATURE OF APPOINTMENT: This is a TERM, mixed-tour-of-duty position working full-time, part-time and intermittent during different parts of the year. The expected work schedule is outlined below.

The position is located at Capitol Reef National Park and will be filled under the Excepted Service, Contiguous-to-Area appointing authority as long as the applicant meets the eligibility requirements under this hiring authority.

Eligibility under this appointment is based upon **physical residency adjacent to Capitol Reef for the past 2 years.** Should the incumbent move away from Capitol Reef National Park, employment under this authority would terminate.

This appointment does not confer competitive, permanent status in the Federal government, nor is it portable to any other National Park Service unit or Federal agency.

This is a **TERM position** and the initial appointment is 13 months with possible extensions up to 4 years.

Expected Work Schedule: The work schedule is based on a mixed-tour-of-duty and does not provide full-time employment on a year-round basis.

The incumbent is expected to work full-time, 80 hours per pay period from mid-April through mid-October.

Work will be part-time and intermittent during the winter months (mid-October through mid-April).

The actual work schedule and period of part-time and intermittent work is contingent upon funding and operational needs.

The incumbent will be required to work on Federal holidays and travel away from home for work/training.

The duty station to report to work is located at Capitol Reef National Park and employment is expected to begin in **October 2013.**

BRIEF STATEMENT OF DUTIES:

- You will be operating lawn mowers, chain saws, weed eaters, power drills, shovels, picks, rakes, etc. to maintain buildings, grounds, and roads.
- You will load and unload supplies and materials from trucks, trailers, dollies, etc., dig ditches and trenches, move furniture, trim trees and shrubbery, clean and repair fire pits and assist with pumping pit toilets.
- You will perform general building and grounds maintenance (simple carpentry, simple plumbing, simple electric work and painting using a variety of equipment and tools).
- You will perform janitorial duties for buildings and grounds to include cleaning heavily used public restrooms, floors and walls and collecting trash.
- You will also operate light duty motor vehicles on a regular and recurring basis to transport personnel, material, or equipment to the work sites.

PHYSICAL DEMANDS:

The work performed requires the exertion of moderate to very heavy physical effort. The work involves lifting and moving objects over 50 pounds, and in some cases, carrying 80 to 100 pounds (or more) with assistance.

WORK ENVIRONMENT:

Outside work is usually performed under all kinds of weather conditions. Indoor work is often accomplished in office buildings or in well-lighted, heated, and ventilated areas such as warehouses, loading docks, or trade shops. Frequently exposed to weather temperature extremes, drafts, noise, dust, and dirt and the possibility of bruises, muscle strains, cuts and scrapes. Work requires the employee to follow proper safety procedures and use standard safety equipment such as gloves, ear protectors, safety glasses, and steel-toe shoes to avoid possible hazards in the work area.

For specific information on job duties, please contact Donita Pace, Human Resources Assistant at (435) 425-4121.

KEY REQUIREMENTS:

- **U.S. Citizenship required.**
- Under the Requirements of the Homeland Security Presidential Directive 12 (HSPD-12), **all new Federal employees, must pass a background investigation.** Favorable adjudication of an NAC (fingerprint check) is required prior to entrance on duty to the position, and favorable adjudication of an NACI background investigation is required to remain in the position. Failure to satisfy the background check will result in cancellation of offer of employment or may be grounds for termination.
- Must possess a **valid State Driver's License.**

CONDITIONS OF EMPLOYMENT:

- If new to Federal Civil Service, you will be required to serve a **probationary period** of 1 year.
- **This is a National Park Service (NPS) field uniform position.** Employee will be required to wear a uniform and comply with NPS uniform standards. A uniform allowance will be provided to defray the cost of the uniform.
- **Applicants must possess a valid State Driver's License.** This position requires that you operate a government (or private) motor vehicle as part of your official duties. A valid State driver's license is required. As a condition of employment, you will be required to submit a completed GSA Form 3607, Motor Vehicle Operator's License and Driving Record. You must also submit (within a State sealed envelope or submitted directly by the State authorities), and at your own expense, all certified driving records from all States that discloses all valid driver's licenses, whether current or past, possessed by you. If you are tentatively selected for employment in this position, you will be required to complete GSA Form 3607 and submit the above State issued documents. Your employment, after your tentative selection, will be contingent upon receipt of these documents in a timely manner and that those documents establish, to the satisfaction of the selecting official, that you possess a valid driver's license.
- This position works holidays and weekends.
- Some travel is required.
- **All male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System,** or are exempt from having to do so under the Selective Service Law. If selected for this position, the applicant must sign a statement certifying his registration.
- **New employees of the Department of Interior must identify a financial institution for direct deposit of net pay within 30 days of entrance on duty.**

QUALIFICATIONS: To be eligible for this position, you must possess the qualifying experience as well as selective factors as described in the attached Questionnaire and as outlined below.

Applicants must be physically fit and must possess the knowledge, skills, and abilities of the elements listed in the Questionnaire to perform the duties of the position at the level for which they are applying. A specific length of time and experience is not required; however you must be able to demonstrate the rough experience shown in your written application, that you possess sufficient knowledge, skill and ability to perform the duties of the position without more than normal supervision.

Examples of experience for this position include experience that demonstrates the ability to perform laboring duties that require moderately heavy physical effort requiring the use of common hand tools and power equipment involving duties such as grounds keeping, loading and unloading supplies and materials, moving heavy items, performing janitorial duties for buildings and grounds, operating and performing minor operator maintenance on light duty motor vehicles.

All qualification requirements must be met by the closing date of this announcement. You must meet level 2 on the screen out factor/element and an average on level 2 on all factors/elements in the attached questionnaire.

- Ability to do the work of a Laborer (Motor Vehicle Operator) without more than normal supervision (**screen out**)
- Ability to operate a variety of motor vehicles.
- Work practices (includes keeping things neat, clean and in order).
- Ability to interpret instructions, specifications, etc.
- Ability to use and maintain tools and equipment.
- Dexterity and safety.

BASIS OF RATING:

To receive full credit for your qualifications, include in your application or resume detailed evidence of your experience (paid and unpaid), training, education, awards, hobbies, self-development achievements and any other aspects of your background which relate to how and when they were used and as they relate to this vacancy. The experience evidence should include clear and concise examples that show the level of accomplishment and degree of responsibility.

Applicants will be rated on basic minimum qualification eligibility. Qualified applicants will be referred for consideration in Priority Group order. Qualified applicants claiming veteran's preference will be referred ahead of qualified applicants without veteran's preference.

Applicants will not be solicited for additional information if that provided is determined to be inadequate/incomplete

REFERRAL OF ELIGIBLE CANDIDATES: Eligible and qualified applicants will be given veteran's preference and referred to the selecting official in Priority Group Order on the Certificate. Certification using the Unranked Method applies- eligible applicants will be referred according to veteran's preference. The Priority Groups are:

- Priority Group I (CP) - Qualified persons entitled to 10- point preference who have a compensable service-connected disability of 10 percent or more;
- Priority Group II (XP) - Qualified persons entitled to 10-point preference on a basis other than compensable disability;
- Priority Group III (TP) - Qualified persons entitled to 5-point preference on any other basis not listed in Group I or II;
- Priority Group IV - All other applicants (non-veterans).

HOW TO APPLY: Failure to submit required documents, if applicable, will result in you not being considered, or not receiving the appropriate preference. You *will not* be contacted for additional information & applications will not be returned.

Below is a CHECKLIST to ensure you submit a complete application package in order to receive full consideration:

☐ **Apply by submitting the following:**

(A.) A Resume or written application. Your resume or written application must include the following:

- 1. Announcement Number, title and grade for which you are applying.**
- 2. Personal Information:** Full name, mailing address (with zip code) and day/evening telephone numbers (with area code); Social Security; Country of Citizenship.
- 3. Education:** High School name, city, state and zip code, date of diploma or GED; Colleges and/or Universities attended, city, state, and zip code; Major field(s) of study; Type and year of degree(s) received. If no degree received, show total credit hours received in semester or quarter hours.
- 4. Work Experience for each paid or non-paid (voluntary work) position held related to the job for which you are applying:**
 - Job Title
 - Duties and accomplishments
 - Number of hours per week
 - Employer's name and address

- Supervisor's name and phone number
- Starting and ending dates of employment (month and year)
- Salary
- Indicate if your current supervisor may be contacted.

Note: If ever employed by the Federal Government, please show the highest Federal civilian grade held, job series, and dates of employment in grade.

5. Other Qualifications:

- List any Job-related training courses (title and year)
- List any Job-related skills (e.g., other languages, computer software/hardware, tools, machinery, etc.)
- List any Job-related certificates and licenses
- List any Job-related honors, awards, and special accomplishments (e.g., publications, memberships in professional or honor societies, leadership activities, public speaking, performance awards, etc.). Do not send copies of documents unless specifically requested.

In addition to an application as described above, submit the following items:

- ☐ **Contiguous-To-Area Self-Certification of Residency Form** (attached)
- ☐ **Indicate in your application whether you possess a valid state driver's license** (list state, number, expiration date and any restrictions). Do *not* submit a photocopy of your license.
- ☐ **Questionnaire** (attached)
- ☐ **List at least 2 or 3 work-related references (name, address & phone number)** we may contact in addition to your work experience supervisor contact information provided in your application or resume.
- ☐ **Veteran's Preference documentation*:** If you are claiming Veteran Preference, you *must* submit evidence of eligibility. DD-214 must show character of service (member copy-4). Failure to submit a DD-214 which shows the character of service and other appropriate supporting documentation, if applicable, will result in not granting preference.
 - **5-point preference - DD-214** which shows character of service (member copy – 4), Certificate of Release or Discharge from Active Duty, or other proof of entitlement.
 - **10-point preference - DD-214** (member copy -4), **SF-15**, an official letter dated 1991 or later from the Department of Veteran's Affairs, or other appropriate source.

****Please note that documentation must be provided by the closing date of this bulletin to be credited with veteran's preference.***

MAIL YOUR APPLICATION PACKAGE TO:

National Park Service
Attn: Lorraine Atencio-Curry
Human Resources Management
12795 W. Alameda Pkwy
Lakewood, CO 80228

Applications must be postmarked by the closing date of this bulletin, and be received within five (5) working days in order to be considered.

Applications will NOT be accepted at Capitol Reef National Park. If you have any questions about the application process, you may contact the Capitol Reef Administrative Office at (435) 425-4121.

You may also apply via FAX at (303) 969-2830, by the closing date of this bulletin.

Please note: The general fax machine is limited in receiving large quantities of pages; your application may not be received at all; or the pages may be illegible. You will *not* be contacted to verify the condition of your faxed application, or if the application has been received.

Faxed application must be received by close of business on **September 6, 2013.**

Problems we have encountered in receipt of faxed applications include: highlighted, colored pages and some forms are received very dark and are not legible. The recommended method to ensure your application is received in complete form is to mail it via the US Postal Service, UPS, or FedEx with delivery confirmation, or to hand deliver to the address listed above. E-mail applications are not accepted.

It is the applicant's responsibility to provide documentation or proof of claimed qualifications, education, and veteran's preference. If you make a false statement in any part of your application, you may not be hired; you may be removed after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action. Applicants will not be solicited for additional information if that provided is found to be inadequate or incomplete.

In accordance with 39 U.S.C 415, applications submitted in Government postage-paid envelopes will not be accepted.

Please do *not* include the following in your application or resume package: In accordance with Federal hiring laws, applications may *not* include any document that contains photographs or descriptions of the applicant; electronic information such as CDs, MP3 files, diskettes, videos, DVDs, or other recorded formats; elaborate bindings or sheet protectors; originals of documents, such as DD-214's, diplomas, certificates, transcripts, etc., since they will not be returned to you.

WHAT TO EXPECT NEXT: Once your complete application is received we will conduct an evaluation to determine if you meet the minimum qualifications and selective factor for the position. If you are found to be ineligible or not qualified, you will be notified. If you are determined to be both eligible and qualified you will be referred to the selecting official for further consideration and possible interview. **We expect to make a selection within 30-45 working days of the closing date of this bulletin.** Considered candidates will be notified of the final outcome.

OTHER INFORMATION:

- **Benefits** – You're making a great choice when you choose a career with the U.S Government. In addition to your take-home pay, annual and sick leave, our comprehensive compensation/benefits package is highly attractive. As a Federal employee, you and your family have access to a range of benefits that are designed to make your Federal career very rewarding.

Explore the major benefits offered to most Federal employees at:
https://help.usajobs.gov/index.php/Pay_and_Benefits#icc

- Depending on the tour of duty, an employee may be paid Sunday and holiday worked. You are also entitled to paid Federal holidays.
- **Employee Assistance Program (EAP)** - As an employee, you and your family can take advantage of free confidential counseling and on-line services covering areas such as legal, financial, parenting, stress management, health and wellness.
- **Your Social Security Number is requested** under the authority of Executive Order 9397 to uniquely identify your records from those of other applicants' who may have the same name. As allowed by law or Presidential directive, your SSN is used to seek information about you from employers, schools, banks, and others who may know you. Failure to provide your SSN on your application materials will result in your application not being processed.
- **It is the applicant's responsibility to provide documentation or proof of claimed qualifications, education, veterans' preference, etc. If you make a false statement** in any part of your application, you may not be hired; you may be removed after you begin work; or you may be subject to fine, imprisonment, or other disciplinary action.
- **Veteran's Preference Eligibility:** Changes to the eligibility criteria in Title 5, Sec. 2108, United States Code for veterans' preference entitlement in hiring within the Federal civil service. These changes are the result of

the National Defense authorization Act of 2006, Public Law 109-163 Sec. 1111 and 1112, January 6, 2006. "Sec. 2108. Veteran; disabled veteran; and preference eligible. For the purpose of this title –

(1) "Veteran" means an individual who—**(a.)** served on active duty in the armed forces during a war, in a campaign or expedition for which a campaign badge has been authorized, or during the period beginning April 28, 1952 and ending July 1, 1955; **(b)** served on active duty as defined by section 101(21) of Title 38 at any time in the armed forces for a period of more than 180 consecutive days any part of which occurred after January 31, 1955 and before October 15, 1976, not including service under section 12103(d) of title 10 pursuant to an enlistment in the Army National Guard or the Air National Guard or as a Reservist for service in the Army Reserve, Naval Reserve, Air Force Reserve, Marine Corps Reserve, or Coast Guard Reserve; **(c)** served on active duty as defined by section 101(21) of Title 38 in the armed forces during the period beginning on August 2, 1990, and ending January 2, 1992; **(d)** served on active duty as defined by section 101(21) of Title 38 at any time in the armed forces for a period of more than 180 consecutive days any part of which occurred during the period beginning on September 11, 2001, and ending the date prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom; **AND** who has been discharged or released from active duty in the armed forces under honorable conditions;

(2) "Disabled Veteran" means an individual who has served on active duty in the armed forces, has been separated there from under honorable conditions and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Dept of Veterans Affairs or a military department;

(3) "Preference Eligible" means **(a, b)** a veteran as defined above in (1)(a,b,c, or d), **(c)** a disabled veteran, **(d.)** the unmarried widow or widower of a veteran as defined by (1)(a); **(e.)** the wife or husband of a service-connected disabled veteran if the veteran has been unable to qualify for any appointment in the civil service or in the government of the District of Columbia; **(f)** the mother of an individual who lost his life under honorable conditions while serving in the armed forces during a period named by (1)(a), if – her husband is totally & permanently disabled; she is widowed, divorced, or separated from the father and has not remarried; or she has remarried but is widowed, divorced, or legally separated from her husband when preference is claimed; and **(g)** the mother of a service-connected permanently and totally disabled veteran, if – her husband is totally and permanently disabled; she is widowed, divorced, or separated from the father and has not remarried; or she has remarried but is widowed, divorced, or legally separated from her husband when preference is claimed...."**Military retirees at the rank of major, lieutenant commander, or higher are not eligible for preference unless the individual is a disabled veteran.** Guard and Reserve active duty for training purposes does not qualify for preference.

More information on veteran's employment and preference are available at the Office of Personnel Management (OPM) website @ <http://www.opm.gov/veterans/> and <http://www.usajobs.gov/veteranscenter/>

PRIVACY ACT INFORMATION: The application you submit for this position contains information subject to the Privacy Act of 1974 (P.L. 93-579), 5 U.S.C. 552a). We are required to provide you with information regarding our authority and purposes for collecting this data, the routine uses which will be made of it, and the effect, if any, of nondisclosure. You are entitled to the same information as it pertains specifically to disclosure of your social security number.

The National Park Service is an Equal Opportunity employer. Selection of these positions will be made solely on the basis of merit, fitness, and qualifications without regard to race, sex, color, creed, age, marital status, national origin, sexual orientation, non-disqualifying handicap conditions, and any other non-merit factors.

This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CERTIFICATION OF CONTIGUOUS-TO-AREA RESIDENCY
CAPITOL REEF NATIONAL PARK, TORREY, UTAH

Applicant's Name: _____

Applicant's Current Address: _____

Contiguous Hiring Authority is for technical, maintenance and clerical positions at or below grades GS-7, WG-10 or equivalent, in the field service of the Department of Interior, when filled by the appointment of persons who are certified as maintaining a permanent or exclusive residence within or contiguous to a field activity or district, and as being dependent for livelihood primarily upon employment available with the field activity of the Department. (schedule A, 213.3112(a)(1))

Capitol Reef National Park has established that residents that live in a 40 mile radius of Capitol Reef National Park within Wayne County would be eligible for contiguous hire opportunities.

Certification will be renewed every fiscal year. The park will confirm and review with each employee the requirements of the Contiguous Hiring Authority and the ramifications of their changing residence.

This authority does not include persons who reside in park housing or who move into park housing once employed.

Physical residence address(es) and dates of residency at address(es):

Do not list P.O. Box addresses. List "FROM and TO" dates with month and year.
List and describe the physical residence location (i.e., county road, street, etc.) for each address listed, for the past six years.

From: _____	To: _____	Place: _____
(month/year)	(month/year)	(Street Address, City and Zip Code)
From: _____	To: _____	Place: _____
(month/year)	(month/year)	(Street Address, City and Zip Code)
From: _____	To: _____	Place: _____
(month/year)	(month/year)	(Street Address, City and Zip Code)

***** **Contiguous-to-Area Eligibility Requirements** *****

- I certify, I am dependent for my livelihood primarily upon employment available at Capitol Reef National Park because of the high unemployment rate, the isolated location of this area, and the long commuting distance to the next closest real source of employment.
- I live in a 40 mile radius of Capitol Reef National Park within Wayne County.
- My residency in this isolated area is expected to continue indefinitely.
- Should my physical residence change, I am responsible for informing my supervisor.
- I certify, I have lived within the area for the **past 2 years**.
- I certify that I meet the Contiguous-to-Area eligibility requirements.

(Applicant's Signature)

(Date)

**Laborer (MVO), Contiguous-to-Area, Capitol Reef National Park
Questionnaire**

Screen-out: Ability to do the work of a Laborer (MVO), WG-04 without more than normal supervision.

INSTRUCTIONS: Thank you for your interest in the Laborer (MVO), TERM position at Capitol Reef National Park. Your responses to this Questionnaire, in conjunction with the other portions of your completed application, will be evaluated to determine your qualifications for this position. Please carefully follow all instructions before circling your responses. Your ratings in this Questionnaire are subject to evaluation and verification based on the documents and references you submit. Later steps in the selection process are specifically designed to verify your ratings. Deliberate attempts to falsify information may be grounds for not selecting you or for dismissing you from the position/agency.

Please circle only ONE response for each item. If you circle more than one response, or leave this question blank you will be rated ineligible. If you do not meet the minimum qualifications, you will be considered not qualified and will not receive consideration for this position.

1. From the descriptions below, **circle one response from A through D** that best describes how your background meets the basic experience requirements for a Laborer (MVO), WG-3502-04 position. Read all responses before making your selection. **CIRCLE ONLY ONE RESPONSE.** If you circle more than one response, or leave this question blank you will be rated ineligible. If you do not meet these minimum qualifications, you will be considered not qualified and will not receive consideration for this position.

YOUR RESUME OR APPLICATION MATERIALS YOU SUBMIT FOR THIS ANNOUNCEMENT MUST SUPPORT THE ANSWERS YOU CLAIM UNDER THIS AND OTHER QUESTIONS. IF NOT, YOU WILL BE FOUND NOT QUALIFIED.

A. I am able to perform the most difficult and complex Laborer (motor vehicle operator) duties as an expert with a high degree of independence. These duties include, but are not limited to: operating motor vehicles and associated equipment for hauling, dumping and transporting materials; transporting passengers to and from worksites; janitorial work (cleaning a variety of areas, using chemicals and janitorial equipment such as floor buffers, vacuum cleaners, etc.); as well as other routine buildings and grounds maintenance (simple carpentry, simple plumbing, simple electric work and painting using a variety of equipment and tools).

B. I am able to perform the full range of Laborer (MVO) duties, as described in "A" above, on my own initiative under general supervision subject to occasional inspection.

C. I am able to perform common Laborer (MVO) tasks (as described in "A" above) as a skilled helper. I work under the close supervision of a work leader or journey-level maintenance worker who observe my tasks in progress and upon completion to make sure they are properly performed.

D. I do not have on-the-job training or experience as described above.

INSTRUCTIONS: For questions 2-30, please circle one response from A through E to indicate the skill level that you possess for each task listed. The questions were developed bases on the knowledge, skills, abilities, and competencies needed to perform the work of this position.

Be sure to describe your experience that supports your responses to the questions below, in your resume or application materials. It is important that your application package submitted, including a resume or application form, clearly shows how you possess the experience and skills levels you claim in this Questionnaire. Each of your responses must be clearly supported by your education, training, and/or specific work experience you describe in your application packet submitted for this position (application form or resume, transcripts, list and description of training completed and/or other items you submit). If not, you will be found not qualified. The information you provide will be verified. Any exaggeration of your experience,

false statements, or attempts to conceal information may be grounds for rating you ineligible, not hiring you, or for firing you after you begin work.

KSA: Work Practices.

2. Operate light duty motor vehicles with an approximate gross vehicle weight of up to 10,000 pounds.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

3. Transport material and personnel to and from work sites.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

4. Interpret and apply federal, state and local laws, rules and guidelines in the operation of motor vehicles.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

5. Perform minor plumbing tasks such as tightening fixtures and fittings, replacing faucet washers and clearing clogged drains.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

6. Prepare surfaces for painting.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

7. Trim trees and shrubbery.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

8. Clean and repair fire pits.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

9. Pick up litter on and alongside trails, roads, parking lots and picnic areas.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

10. Dig and grade ditches and trenches using hand tools such as picks and shovels.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

11. Perform general building maintenance work including cleaning floors, stripping floors, washing walls, emptying garbage cans, and cleaning and supplying restrooms.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

12. Perform general grounds work including unclogging storm drains and sewers and trash and refuse collection.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

13. Manually load/unload trucks.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

14. Move heavy furniture including couches, mattresses, and tables.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

15. Organize work and storage areas.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

16. Work outdoors in extreme weather conditions.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

KSA: Ability to use and maintain tools and equipment.

17. Select and use hand and power tools for a variety of laborer tasks including shovels, tampers, saws, axes, picks, sledgehammers, wheel barrows, leaf blowers, power drills; common carpentry, plumbing and painting hand tools, etc.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

18. Use and maintain basic hand tools such as hammers, wrenches, screwdrivers, hand saws, tape measures and squares.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

19. Operate single-function power lawn mowers with one or more cutting decks and mechanical controls.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

20. Operate power equipment such as weed eaters, chainsaws, power scrubbers and power wall washing machines.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

21. Clean tools and equipment.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

22. Perform minor operator maintenance on lawn mowers, weed eaters and chainsaws such as adding fuel, and lubricating parts.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

KSA: Ability to interpret instructions, specifications, etc.

23. Read and follow written instructions on the safe use of cleaning chemicals.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

24. Follow written work schedules and plans.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

25. Complete assignments on own accord involving several tasks throughout a day.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

26. Read and follow maintenance manuals and manufacturers guidelines.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

KSA: Dexterity and Safety.

27. Use common personal safety protective equipment including ear protective devices, safety glasses, and hard hats.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

28. Use handcarts, dollies, hydraulic hand truck when moving, loading and unloading materials and supplies.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

29. Use proper lifting techniques so as to avoid injury.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

30. Conduct work in accordance with accepted safety standards.

A- I have not had experience, education, or training in performing this task.

B- I have completed formal education or training in performing this task, but have not yet performed this task on the job.

C- I have performed this task on the job under close supervision by a supervisor, manager or senior employee.

D- I have performed this task as a regular part of a job, independently and usually without review by a supervisor, manager or senior employee.

E- I am regarded as expert in performing this task, and/or have trained others (or am consulted by others) on how to do it.

